

INSTRUCTIONS FOR PLAINTIFF'S STATEMENT

A Plaintiff's Statement is filed with a Statement of Claim for Small Claims actions and/or a Complaint for Eviction. **The name, address and phone number have to be completed in order for the Clerk's Office to fully assist you in the preparation of your claim.** The amount of the claim is what you are seeking in any damages.

Contact the Civil Law Department by phone at (904) 284/269-6363 if you have any questions regarding the completion of this form.



IN THE COUNTY COURT OF THE FOURTH JUDICIAL CIRCUIT,
IN AND FOR CLAY COUNTY, FLORIDA

**ACCURATE COMPLETION OF THIS STATEMENT IS NECESSARY SO THAT
THE CLERK CAN ASSIST YOU IN THE PREPARATION OF YOUR CLAIM**

PLAINTIFF'S STATEMENT

Name of Plaintiff: _____

Address of Plaintiff: _____

Telephone number: _____ Email Address: _____

Amount of Claim \$ _____

This claim is for: (Check the box that applies to your claim)

- Goods, ware, and merchandise sold by the Plaintiff(s) to the Defendant(s);
- Work done and materials furnished by the Plaintiff(s) to the Defendant(s);
- Money loaned by the Plaintiff(s) to the Defendant(s);
- Money due to the Plaintiff(s) upon accounts stated and agreed to between them;
- On a written instrument, copy of which is attached hereto;
- Rent for certain premises in Clay County, Florida;
- Other (Explain) _____
- Any additional facts in connection with any of the above: _____

Date when alleged debt or contract was incurred or damages occurred _____

Place where alleged debt or contract was incurred or damage occurred _____

If the defendant(s) is an individual, is he/she in the military service? Yes No

If the defendant(s) is not in the military service, are you prepared at this time to swear under oath to the fact? Yes No

NOTE:

- (A) If you are suing an individual, give their full name
- (B) If you are suing a business firm, give the firm name and the name of the owner
- (C) If you are suing a partnership, you must name **all** of the partners
- (D) If you are suing a corporation, give its full name, state where it is incorporated, and names and addresses of its officers (President, Vice President, Secretary, and Treasurer)
- (E) If your suit arises as a result of an automobile accident, you may name the driver, and also the registered owner of the vehicle.
- (F) If you are unable to determine which of the above applies to your case, please see the Clerk.

My Claim is against (Name and Address of Defendant(s))

Plaintiff(s) or Agent